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ABSTRACT

Designed to make state documents more easily accessible and more widely available to the general public, these guidelines focus on the responsibilities that should be assumed at the state level by the library community of each state. The first guideline, Minimum State Servicing, is the most general. The Checklist, Inputting into Data Bases, and Depository Legislation guidelines address specific activities pertinent to state documents within the state. The fifth guideline, Distribution Center Activities, supplements the first four guidelines by listing additional activities appropriate for state level action. It is noted that these guidelines have been adopted by the American Library Association (ALA) and represent ALA policy. They have also been endorsed by the Chief Officers of State Library Agencies (COSLA). (BBM)

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GUIDELINES FOR STATE DOCUMENTS

WITH SELECTED COMMENTARY

American Library Association
Government Documents Round Table
State and Local Documents Task Force

1986

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APPENDIX A

GUIDELINES FOR STATE DOCUMENTS WITH SELECTED COMMENTARY

American Library Association
Government Documents Round Table
State and Local Documents Task Force

INTRODUCTION

The guidelines collected in this compilation were drafted by the State and Local Documents Task Force of the Government Documents Round Table, of the American Library Association (ALA), to make state publications more easily accessible and more widely available to the general public. This recognizes that an informed electorate forms the basis of a democratic society. They were reviewed and approved by appropriate units of the American Library Association and adopted as ALA documents. This course of events is in accord with the statement of purpose of the Government Documents Round Table and also with the priority placed by ALA on access to publications.

The text of the guidelines was adopted by ALA Council and represents ALA policy. This introduction and the commentaries accompanying the guidelines are official GODORT policy.

These guidelines focus on the responsibilities that should be assumed at the state level by the library community of each state. The first guideline, Minimum State Servicing, is the most general. The Checklist, Inputting into Data Bases, and Depository Legislation guidelines address specific areas of activity pertinent to state documents within the state. The fifth guideline, Distribution Center Activities, supplements the first four guidelines by listing additional activities appropriate for state-level action.

Although the guidelines might seem to be quite general, they were drafted as minimum statements so that all states would accept them. The endorsement by COSLA (Chief Officers of State Library Agencies) is an indication of their credibility.

The underlying purpose of the guidelines, although it is not stated explicitly, is to bring state documents into the mainstream of the information flow. Peter Hernon says, "increased access will not occur by accident or

serendipity; only with direct involvement, commitment, and planning can government publications be 'mainstreamed' with other library/information services" (*Public Access*, p.404). The State and Local Documents Task Force guidelines are a step in this direction.

Access and availability encompass the idea that publications should be at hand in the place where they are needed, in a format that permits appropriate use, at the time they are required.

Definitions for terms used in the guidelines are given here for convenience. Earlier versions of the guidelines included definitions in the servicing and checklist commentaries and references to the checklist definitions in both the database and legislation guidelines. In order to reconcile the definitions, they have been rewritten and are to be used in all State Documents Task Force guidelines.

State Agency—A corporate body created by the state legislature, or governor, or another state agency under the authority of the legislature, acting as the state's agent and/or being funded partially or wholly by state funds, or operating at the direction of the state.

State Document/Publication—Information intended for public distribution by or for a state agency in any format.

This definition includes the words, "intended for public distribution," which was a last minute amendment in ALA Council and was designed to assure that archival records were not included. The targeted audience for a publication is not relevant to the status of the material as long as such publications are distributed outside the agency. The breadth of circulation afforded state information can be used as an indication of intent to make public distribution.

Printed informational matter may include any document, report, directory, statistical compendium, bibliography, law or bill, rule, regulation, newsletter, pamphlet, brochure, map, or serial. Also included are publications issued by private bodies, such as consultant or research firms, even though they may not have been financed by any state funds, when the publications have been issued under contract with and/or supervision of a state agency. Nonprint informational matter may include machine-readable data files, microforms, or audio or visual presentations. State-supported college and university publications with the exception of copyrighted university press publications are also included within the definition.

State Depository Agency—An agency designated by law to fill one or more of the following basic functions: to maintain a collection of state publications, to distribute copies of state publications within the state and/or to exchange copies with other states.

Normally a state depository agency will receive publications directly from the issuing agency, but might also receive them from a state printer. There may be more than one depository agency in a state, each filling limited functions.

Depository Library (In-state Depository)—"A library legally designated to receive . . . state government publications supplied by the state agencies of a particular state for distribution by the state library." A depository library may be either a full depository or a partial (selective) depository.

The quoted definition is from the *ALA Glossary*; the words, "without charge" are omitted from the definition. The Servicing guidelines use the term, "in-state depository."

Authority File—"A set of authority records establishing the authoritative forms of headings to be used in a set of bibliographic records and the references to be made to and from the headings."

This definition is taken from the *ALA Glossary*. The Servicing guidelines use the term, "authority list."

State Document Checklist—A regularly published bibliographic list of all current state documents (as defined in the scope of the publication) identified to have been published by the state.

Two terms, National Depository and Professional Person, formerly defined in the Servicing commentary have been dropped from this commentary. The earlier comment on the term, National Depository, was that there is no national depository. The comment on the term, Professional Person, was that library school education was an essential factor in what constitutes a professional staff. Both these comments are true today, but need not be stressed.

GUIDELINES FOR MINIMUM STATE SERVICING OF STATE DOCUMENTS

1. In each state an agency or agencies should be designated by law to act as the depositories for the documents published by the state to maintain a collection of and to distribute copies of such documents within the state and to exchange copies with other states. The functions of such depository should be adequately defined and determined in legislation.

2. The appropriate state agency should maintain a list of in-state depositories to which it regularly sends some or all state documents, and should receive a sufficient number of copies to serve those depositories.

3. The appropriate state agency should be prepared to exchange documents with other states, or at least to have an adequate supply of copies available to meet out-of-state requests. What is an adequate supply will depend on the nature of each document and its potential interest to persons in other states.

4. The appropriate state agency should compile and distribute a checklist and/or shipping list of its state publications.

4a. Such a list should appear at least quarterly.

5. The appropriate state agency should deposit at least one copy of all its state's publications with the Library of Congress, and send at least one copy to an additional designated national depository, if and when one is created.

6. The appropriate state agency should maintain and have available for distribution an authority list of state agencies.

7. In the appropriate state agency at least one professional person (full time or equivalent) should be assigned to the state documents function, and that person should have adequate supportive staff.

GUIDELINES FOR STATE DOCUMENTS CHECKLISTS

WHEREAS, the ALA has adopted "Guidelines for Minimum State Servicing of State Documents" which states: "(4) The appropriate state agency should compile and distribute a checklist and/or shipping list of its state publications. Such a list should appear at least quarterly"; and WHEREAS, the Library of Congress *Monthly Checklist of State Publications* is selective and does not purport to be a comprehensive state bibliographic tool; and WHEREAS, checklists of state publications are necessary for bibliographic control; now, therefore be it RESOLVED that each state must assume primary responsibility for bibliographic control of its own publications in order to provide access to state documents, and, be it further RESOLVED that Guidelines for checklists of state publications are hereby promulgated.

Comment: This second set of guidelines was prepared by the State Documents Task Force in 1977 to assist in the bibliographic control of state documents. The checklist guidelines provide an opportunity for all states to cooperate in achieving uniformity in reporting the existence of state documents—furthering the goal of nationwide bibliographic control.

The most comprehensive bibliographic source for identifying state documents, the Library of Congress' *Monthly Checklist of State Publications*, is an accession list of state publications received by the Library of Congress; therefore, any state publication not received is not listed.

Only the state agency responsible for identifying and collecting the state's publications is in a position to report fully to the document user on its state's publishing activities.

1. *Legality.* A checklist of state documents should be required by statute.

Comment: A legal mandate is necessary to ensure continuity and to designate the agency responsible for compiling and publishing the list. The legislation should indicate the purpose of the checklist, the authority for its preparation, publication and distribution, and the funding source.

2. *Scope.* This official state document checklist should provide the most complete listing of the state's documents possible.

Comment: Diligence should be exercised to discover and list all works. An effort should be made to make the checklist comprehensive and to include all known documents whether received by the agency preparing the checklist or not. The more complete the coverage, the more significant and useful the checklist will be.

A checklist is primarily current in nature, listing those documents published or received by the agency preparing the checklist during the specified time period. However, the inclusion of "older" titles not previously listed should be considered, particularly if the state already has a comprehensive bibliography and there are only occasional newly discovered titles.

3. *Format.* The checklist publication should follow the American National Standards Institute, Inc. *American National Standard for Periodicals: Format and Arrangement.* 1967 (11 p.) (ANSI Z39.1-1967).

Comment: Reference to the ANSI Standard should be construed as referring to the latest edition. The more important provisions of the *Standard* which pertain particularly to checklists are:

1. A periodical should have a distinctive title;

2. Volume number, issue, number, date, and frequency should be stated;

3. Availability information should include price (if priced), publisher, and address.

4. *Frequency.*

A. The checklist should be published at least quarterly (ALA Guidelines for Minimum State Servicing of State Documents, 4a).

Comment: For acquisition and reference use of the checklist, timelinesss is extremely important. State publications are often limited in quantity, become quickly out-of-print, and are seldom reprinted. The checklist's usefulness as an acquisitions tool is directly correlated to its frequency of issue.

B. A cumulative index should appear at least annually.

Comment: The minimum requirement is an annual index. If the individual issues of the checklist are indexed (a commendable practice followed in some states), those indexes should be cumulated into an annual index. The minimal index is a KWIC or KWOC index. It is desirable that additional points of access be afforded by the indexing of subjects, titles, authors, corporate authors, series, etc.

If the list itself is a dictionary catalog and does not have an index, it should be cumulated annually. The publication of cumulated lists helps the user by reducing the number of lists to be consulted and provides an opportunity for editorial corrections and re-arrangement of titles.

5. *Distribution.* Adequate in-state and appropriate out-of-state distribution should be provided.

Comment: The checklist should be sent automatically to all depository libraries in the state. In recognition of the state's responsibility in the national bibliographic control of state documents, the list should be available

to out-of-state libraries (including the Library of Congress, the Center for Research Libraries, and the Council of State Governments Library) and to other libraries and individuals on a complimentary basis or by subscription. Before resorting to subscriptions, exchange arrangements should be considered.

6. *Preparation.* Preparation of the checklist should be by, or supervised by, professional library personnel.

Comment: Professional supervision is necessary to ensure proper bibliographic citations, to identify incomplete and inaccurate bibliographic information and to prepare a quality index.

7. *Checklist Content.*

A. Full statement of the scope of the checklist consisting of a policy statement developed by the responsible agency:

Comment: A statement should appear in the foreword of each issue outlining the policies adopted by the publishing agency. In addition, the arrangement of the checklist must be carefully explained including choice of entry, arrangement by agency or author, series arranged by title of series or individual title or author, etc.

1. Agencies & types of publications excluded from the list.

Comment: Specifically, the omission of any of the following types of agencies should be noted: regulatory bodies, interstate commissions, the state bar, universities, institutions, agricultural experiment stations, the courts and other judicial bodies, and the legislature and legislative bodies.

Any of the following categories of publications that are not included should be mentioned: research reports, ephemeral materials, college catalogs and newspapers, announcements, press releases, mimeographed materials, films, tapes, data bases, and sale items.

2. Period covered (publication date or receipt date of publications listed).

Comment: Indicate whether rule for inclusion is imprint date or date of receipt. If the period covered is determined by date of receipt, the need for a cumulation of entries is greater than if the period covered is determined by the imprint date.

3. Inclusion policy for "older" publications.

Comment: The practice of including all older publications that are not included in the state's retrospective bibliographies is strongly recommended.

4. Treatment of periodicals (listed each issue, semi-annual, annual, etc.).

Comment: New periodicals should be reported when issued as well as in the periodic listing, if any. Periodicals can be listed annually if inclusive volumes and numbers and also dates of issues are given.

B. Information on how to obtain copies of listed publications.

Comment: Because the checklist will be used as an acquisitions tool, the availability of publications listed should be noted. The availability of

microforms should be indicated. Symbols, for which there must be a key, may be used, or a general statement on availability may be made. Depository libraries should be listed at least annually to assist checklist users in locating library copies of publications.

C. Cross-references.

8. *Bibliographical Content of Entries.*

A. Issuing agency.

Comment: The geographical entity is understood to be that of the issuing agency; therefore the state name preceding the agency may be omitted. The form of agency name to be used is not specified because the variance is so great. However, it is agreed that divisions of an agency should be listed following the agency; that is, the full hierarchy should be given.

B. Full title.

Comment: Cover title should be included if prominent and at variance with title page.

C. Author(s).

Comment: Individual as well as corporate authors should be given.

D. Dates and numbering for serials.

Comment: The beginning and ending date of the report period for annual reports should be given.

E. Imprint (including copyright date, if applicable).

Comment: Place of publication may be omitted if it is the state capital. Copyright should be included to alert the librarian and the user that the material has restrictions on duplication and reproduction of content.

F. Collation.

G. Series.

Comment: Series may be listed as analytics under the series title or by author with a series note. It is important that the series information be included.

H. Price.

Comment: The inclusion of the price, when known, reduces inquiries.

I. Restrictions on distribution and availability.

Comment: This requirement is included to reduce needless correspondence.

J. Other identifiable information such as ISSN, ISBN and stock numbers.

9. *Mailing Addresses.* The mailing address of each issuing agency should appear either as an adjunct to the entry, at the end of the checklist, or as a reference to a separate publication.

10. *Mailing Lists.* Notification should appear in the checklist to alert recipients prior to updating the mailing list.

11. *New Agencies.* When the first publication of a new agency is listed, the legal authority for the agency's creation and a brief history should be included.

Additional features that a checklist could display, although they could not be called minimum standards, are:

1. Addition of classification number and subject headings.
2. Full cataloging data, including all tracings.
3. Special notation for reference tools.
4. Historic cumulations for agency names.
5. Holding symbols.

GUIDELINES FOR INPUTTING STATE DOCUMENTS INTO DATA BASES

The purpose of this document is to establish policies for the creation of state bibliographic records which are compatible with the developing national bibliographic networks.

Comment: The "Guidelines for Minimum Servicing of State Documents" do not require either the full cataloging of state documents or the entry of their records into data bases, however, these procedures are strongly recommended. Some reasons for this are:

1. When fully cataloged and entered on-line, bibliographic data become immediately available to all utility members. This can mean almost national access to information about a state's publications.

2. Interlibrary loan is greatly enhanced.

3. Subject access to publications is possible on the bibliographic utilities. Archival tapes can now be used to produce author, title and subject indexes.

1. To insure quality control, a single institution with each state should have sole responsibility for coordinating input of cataloging records for state documents into the data bases (e.g., OCLC, RLIN, WLN, etc.). State documents should be considered as any information intended for public distribution produced by or for a state agency in any format (Guidelines for State Documents Checklists, Checklist Commentary, p.1). [Editor's note: All definitions are now in the introductory commentary.] State supported college and university publications will be considered as state publications with the exception of copyrighted university press publications. Cataloging role assignments may be made in selected areas.

Comment: At present, it is not possible for a state agency to have inputting authority, i.e., bump the records of other institutions. Any member of a utility is free to do original cataloging for any item not already in the data base. However, the depository agency, usually the state library, should *accept the responsibility* for the timely cataloging of the state's publications and for entering the records into a data base. Having accepted the responsibility, the cataloging agency should be committed to quality cataloging and have adequate staff and resources to perform the task. State depository

centers unable to do the cataloging themselves may wish to reach an agreement with another institution to provide the cataloging.

2. Each coordinating institution should input full original cataloging in MARC format, according to the latest edition of *AACR*.

Comment: Since January 1, 1981 members of OCLC, RLIN, and WLN have been required to catalog according to *AACR2*. The appropriate MARC format must also be chosen since state publications can include maps, recordings, films and other media, as well as books and serials.

The rules for cataloging serials are of particular concern to catalogers of state publications since many documents are serials. The rules call for successive entry cataloging requiring a new entry for each title change. Ephemeral items with frequent title changes may therefore require work out of proportion to their worth. A library may choose to create uniform titles to reduce this problem.

OCLC, RLIN and WLN recommend that member libraries be aware of Library of Congress rule interpretations and follow LC practice. LC decisions are published in the *Cataloging Service Bulletin* available by subscription from the Library of Congress. Also suggested is the ALA publication, *Cataloging Government Documents*.

3. Each coordinating institution should compile, publish and maintain an authority file of state agencies citing the name of the agency as it is to be used for cataloging.

A. The authority file should be based on the latest edition of *AACR*.

Comment: Name authority for state agencies involves determining the form of name that should be used consistently for a heading. *AACR2* and the *Cataloging Service Bulletin* have much to say on the form of name to be used for government bodies and their subordinate agencies. LC name authority records are now available on tape and on microfiche, and through OCLC. Copies of the LC card authority file for a state are available from LC with price depending on the size of the file.

Use LC headings when they are available. Under the new rules parts of the hierarchy of an agency are more often omitted than under previous rules.

B. The authority file should include a history of each agency, its position in the governmental structure and any necessary cross references.

Comment: It may not be possible, given the time it takes, for the cataloger to provide a complete history for each agency he or she establishes for cataloging purposes. Give the date of establishment and/or the statutory citation when possible. Where the position of the agency in the government structure is not represented adequately in the heading or cross-references, make appropriate clarifications in the name authority record.

GUIDELINES FOR STATE PUBLICATIONS DEPOSITORY LEGISLATION

State publications depository legislation should provide for:

1. Definitions of a state agency and state publication. The definition in "Guidelines for State Documents Checklists" should be followed.

Comment: The definitions referred to appeared in the commentary for the checklist guidelines. In this compilation, all definitions have been moved to the introductory section.

2. A specific administering agency designated by law to carry out depository legislation. Authorization to the administering agency to adopt rules and regulations.

Comment: While most states designate this responsibility to a library body within the state, there are others that place the responsibility in branches of government such as an archives unit. However, there should be one single overall agency designated for carrying out the depository program. For instance, in some states the responsibility for maintenance of a state documents collection is carried out by one state agency while the distribution of state documents is handled by another. Unfortunately, in such instances, many items are lost to the depository system because they are either identified too late or not identified at all. There are also instances where certain classes of publications, such as legal compilations, are distributed, solely by the issuing agency, thus by-passing the depository system. Centralized coordination in the authorizing legislation together with responsibility for promulgation of rules and regulations would eliminate some of these difficulties.

3. A requirement that state agencies must supply sufficient copies of all their publications to meet distribution needs.

Comment: This is the basic provision in the depository legislation—a depository program cannot exist without publications to distribute. This is also the weakest area in most depository legislation, and the one which gives depository librarians the most problems. Almost all state legislation has a phrase which states that agencies shall provide the distribution unit with copies of the publications sufficient to meet the needs of the depository libraries. However, since most systems rely on the good will of agencies, which are, in turn, subject to increasing cutbacks, enforcing this requirement is a problem. In an effort to secure cooperation, one state included in its legislation a requirement for an affidavit showing delivery to the library distribution unit before the printing account is paid. Another state required that there be a designated state person within each agency responsible for sending publications to the library distribution unit. Still other states require the printer to send copies of state publications directly to the library distribution unit.

A related problem sometimes arises over the number of copies. In states where different quantities are required, distribution centers often find it difficult to institute a coordinated policy for distribution.

Guidelines are helpful, but they still require explanation. In states where the legislation specifies the number of copies needed, this problem is solved to some extent. These states also usually include a provision for acquiring additional copies when they are needed. Some sample terminology might be:

Each agency shall furnish the library . . . twenty-five copies of each . . . public document. However, if the division shall so request, as many as twenty-five additional copies of each public document shall be supplied

or

Each agency which issues public documents shall furnish the State Library fifty copies of all publications . . . . However, if the library requests, as many as twenty-five additional copies of each public document shall be supplied.

4. Authorization for the administering agency to use micrographics or other means of reproduction to meet the needs of depository distribution.

Comment: With the rapid development of the micropublishing industry and subsequent public acceptance of microforms, inclusion of such authorization is essential for the future growth of the depository distribution system. The saving both in terms of production cost and storage expense of microprint government publications have effectively been demonstrated by the Government Printing Office. Microreproduction of state publications will result in their widespread accessibility.

5. Systematic and automatic distribution of state publications from the administering agency.

Comment: In most states, the authorizing legislation mentions the creation of a system for the orderly distribution of documents. It does not specify the operational aspects other than the designation of a responsible agency. Typical statements are:

The state publication library distribution center shall promote the establishment of an orderly depository library system

or

It shall be the duty of the division to . . . provide a system for distribution of the copies furnished it

or

The center shall promote the establishment of an orderly depository system.

The specific operational elements such as frequency of a shipment and the method of delivery can be identified later in the agency's rules and regulations.

6. Distribution to a system of designated depository libraries—to ensure easy availability to the public. Such a system should include full and partial depository libraries. Distribution should include the Center for Research Libraries and the Library of Congress.

Comment: This element is at the core of any depository legislation since it identifies the method of public access to state publications. Most state legislation includes:

1. The type of library that is eligible (municipal, university, college or public library, library association, state library agency, Library of Congress).

2. The eligibility requirements (ability to preserve publications, ability to make publications available, adequate geographic distribution, adequate staff for servicing the publications, etc.).

3. The method of forming the system (depository library contracts, agreements among the participants, etc.).

The inclusion of two classes of libraries, full and partial (or selective), in the legislation allows the widest participation by libraries. Following the federal depository system, full depositories usually receive one copy of all publications either produced or sent to depository libraries. The use of the term "partial" allows each state to set up its own system for distribution to the libraries which cannot handle the full load of state publication distribution. In some cases, partials can select which items they wish to receive. For example:

A selective depository shall be sent one copy of every publication from the specific state agencies it designates.

In other cases, the partials receive a core collection of documents from selected areas as agreed to by the depository librarian.

Specific retention schedules need not be mentioned in the legislation but could be outlined either in the agency's rules and regulations or as guidelines to the depository libraries. Specifying distribution to the Library of Congress and the Center for Research Libraries in the legislation assures that those agencies will receive the publications automatically. Distribution to other states can be accommodated by the inclusion of a reciprocal agreement section, such as:

. . . may exchange copies for the publications of other governments

or

The center may also contract with public out of state libraries for exchange of state and other publications on a reciprocal basis

or

The . . . library may enter into agreements with appropriate state agencies of each of the forty-nine other states of the United States to establish a program for the exchange of publications.

7. A provision for the maintenance of a complete permanent historical collection.

Comment: As part of the depository legislation, it is essential that some provision be made for the permanent retention of a historical collection. Most states require that some copies (usually three) be sent to the library or other appointed agency for permanent retention. It is also helpful to specify in the legislation the type of retention. For instance, archival reten-

tion is far different from library retention and some provision should be made for easy public access to this material. The problem of the completeness of the collection will probably always remain, despite the excellence of the state agency publication definition. The solution probably lies in a good public relations campaign and continued persistence in contacting state agencies.

8. Bibliographic control of state publications compatible with national developments and preparation of a checklist in accordance with "Guidelines for State Documents Checklists."

Comment: The growth of bibliographic control for state publications via cataloging networks is perhaps the most striking development of the past few years. It is for this reason that acceptance of national bibliographic standards (such as cataloging according to *AACR2* with MARC level records) should be included in the depository legislation. Such acceptance would result in a nationwide consistency of state document bibliographic records, which would then be compatible from data base to data base. Such a system is not as far in the future as we might think as libraries throughout the United States are cataloging their state agency publications online.

GUIDELINES FOR STATE DISTRIBUTION CENTER ACTIVITIES

These Guidelines supplement and expand the Guidelines on servicing, checklists, data bases, and legislation already adopted by S&LDTF. Items relating to the distribution centers which are outlined in the existing Guidelines are not repeated, e.g., the duty to issue a checklist, to provide for out-of-state libraries, etc.

The state distribution center should:

1. Coordinate state agency efforts to comply with the law, and educate and advise state agencies on library and user needs through training sessions, manuals and brochures, and personal contacts.

2. Follow an intensive, systematic program of document identification and acquisition and encourage libraries throughout the state to assist in identifying documents to be acquired.

3. Encourage the acceptance of depository library responsibilities in all appropriate areas of the state.

4. Prepare and promulgate standards for depository libraries.

5. Send documents promptly to the depository libraries, with shipments at least once a month.

6. Prepare a shipping list for the depository library packages.

7. Make available to the depository libraries a manual containing legal and administrative documents related to the depository program and recommendations on the handling of documents in various kinds of libraries.

8. Insure through provision of variant formats and through appropriate duplication processes that sufficient copies of publications are available to meet the needs of the depository system.

9. Consider the establishment of a microform program by the distribution center to satisfy the storage needs of depository libraries.

10. Maintain records on the distribution to the depository libraries.

11. Visit and inspect depository libraries on a regular basis.

12. Hold workshops and training sessions for depository librarians.

13. If state has a statewide classification scheme, maintain the scheme, supplying new numbers as required.

14. Prepare and distribute a current list of state agencies with addresses, telephone numbers, contact persons, etc.

15. Prepare brochures, posters, news releases, radio spots and other publicity that can be used throughout the state.

16. Promote state documents as reference and information sources through annotated bibliographies, workshops, etc. for depository and non-depository libraries.

17. Administer an exchange program or a warehouse for duplicates and encourage state agencies to list or deposit their surplus publications with the program.

18. Consider establishing a depository library council with a representative from each depository library.

19. Consider establishing an advisory board with membership from publishing agencies, the legislature, the budget office, depository and other libraries.

Approvals and endorsements : The *Servicing* Guidelines were approved by the American Library Association (ALA) Council in 1975, after receiving prior approval by the Government Documents Round Table (GODORT), the Reference and Adult Services Division (RASD), the Library and Information Technology Association (LITA), the Resources and Technical Services Division (RTSD), and the now defunct ALA Interdivisional Committee on Public Documents.

The *Checklist* and *Data Base* Guidelines were approved by GODORT, RASD, Association of State Library Agencies (ASLA), and LITA in 1978. They were amended by the State and Local Documents Task Force (S&LDTF) in 1979 and as amended were approved by the Cataloging and Classification Section (CCS) of RTSD, RTSD (in principle), and the State Agency Section of the Association of Specialized and Cooperative Library Agencies (SLAS), (the section is the successor to ASLA), in 1981.

The *Legislation* Guidelines and the *Activities* Guidelines were approved by GODORT, RTSD (in principle), and SLAS in 1980 and 1981. In addition, the *Legislation* Guidelines were approved by the ALA Legislation Committee in 1980.

All five Guidelines were approved by the Chief Officers of State Library Agencies (COSLA) in April, 1981 and were accepted by the LITA Board for information in July, 1981.

Checklist, *Data Base*, *Legislation*, and *Activities* Guidelines were adopted by ALA Council as amended, January 26, 1982.

Commentary for all Guidelines was approved by S&LDTF, June 29, 1986, and by GODORT on July 1, 1986.

Publication data : ALA Council, *Minutes*, 1975 (Midwinter) includes *Servicing* as 1974-75 ALA Council Document #21 (Exhibit 27) and ALA Council, *Minutes*, 1982 (Midwinter) includes the remaining four guidelines in 1981–82 ALA Council Document #12 (Exhibit 9).

Reprinted from *Selecting and Organizing State Government Publications* by Margaret Lane. Chicago: American Library Association, 1987.